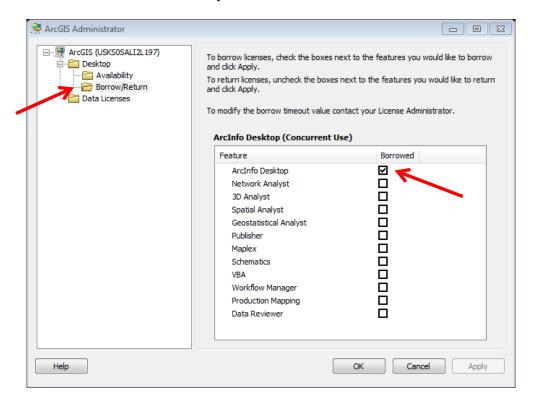
March 18, 2014

Abstract

Most Natural Resources Conservation Service (NRCS) users now have a concurrent use license for ArcGIS. This means the computer must be connected to the network to run the software. To access ArcGIS when disconnected from the network, users can "checkout" a license from a central license manager. Borrowed licenses will timeout and return to the network after 30 days. Upon starting ArcGIS, users will get a reminder when a borrowed license is set to timeout in 15 days or less.

Instructions

- 1. Click Start > All Programs > ArcGIS > ArcGIS Administrator.
- 2. Click **Borrow/Return** in the left pane. If needed, click the plus sign to expand Your Computer and Desktop folders to locate.
- 3. Check the box for **ArcInfo Desktop** and click **OK**.



To Return a Borrowed License

- 1. Click Start > All Programs > ArcGIS > ArcGIS Administrator.
- 2. Click Borrow/Return in the left pane.
- 3. Uncheck the box for **ArcInfo Desktop** and click **OK**.